Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

CODIB-D-82/11
27 September 1961
Limited Distribution

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Initial Study Plan Draft for the Study of
Information Processing in the Intelligence Community

1. Attached as SCIPS-D-1 is the initial effort of the Staff for the Community Information Processing Study (SCIPS).

2. After each of you has had a chance to review it, I would like to call a CODIB meeting, perhaps the second week in October, at which it will be the principal item for discussion.

25X1

PAUL A. BOREL
Chairman

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

D
R
A
F
T

C-O-N-F-I-D-E-N-T-I-A-L

SCIPS-D-1
27 September 1961

MEMORANDUM FOR: Chairman, CODIB

FROM: Acting Director of the Staff for the Community Information Processing Study (SCIPS)

SUBJECT: Submission of the Initial Plan for the Study of Information Processing in the Intelligence Community

1. The attached plan represents Phase I (Preparation of Plan) of subject study as visualized in the Terms of Reference (USIB-D-39.7/1 Final).

2. The six staff members designated to date have participated in development of, or supplied comments on, the plan in varying degrees according to the time they have had to devote to SCIPS during this initial period. The plan does not carry their endorsements either as individuals or as departmental representatives. Such formal endorsements were not sought from the staff members.

3. The attached plan was developed on the basis of the general concepts of: a reasonable size staff; an optimum total time period enabling results which were definitive but available in the not-too-distant future; a Phase-I-type systems study rather than a Phase-II-type complete detailed design; a study of comprehensive

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3
C-O-N-F-I-D-E-N-T-I-A-L

scope but with variable intensiveness; and full utilization of previous studies and surveys. Only general regard was given to the actual availability of the personnel called for in the plan. I am sure that these people exist but they all have not been individually identified nor am I in a position to measure the impact on their present activities that would result from their assignment to the community study. I am convinced that there would be a net benefit to the community and the individual departments.

4. In short the plan represents a way of achieving the objective and a best estimate of the effort required. We will have a better basis for measuring the required effort as we move into the actual study. If the results expected are actually achieved by the present estimated effort it will be the bargain of the decade, and this amount of effort is certainly warranted in terms of the magnitude and importance of information processing activities in the Community.

5. It is requested that CODIB review and comment on the plan in terms of feasibility and community intent to make this investment. In the meantime the present staff is proceeding with the study and further refining the tasks and study procedures.

[redacted]

25X1

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3
C-O-N-F-I-D-E-N-T-I-A-L

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3
C-O-N-F-I-D-E-N-T-I-A-L

THE

INITIAL PLAN

FOR

STUDY OF INFORMATION PROCESSING IN THE INTELLIGENCE COMMUNITY

by

The USIB Staff for Community Information Processing Studies
(SCIPS)

27 September 1961

C-O-N-F-I-D-E-N-T-I-A-L

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

PREFACE

On 11 July 1961 the United States Intelligence Board (USIB) approved the terms of reference for a study of USIB information processing problems and indicated their full support for the project and its objectives. The Board further directed the Chairman of the USIB Committee on Documentation (CODIB) to proceed with the selection of a staff director and staff.

The approved Terms of Reference (USIB-D-39.7/1, Final) envisioned a six-phase program, the first phase being the preparation of a plan for conducting the study. This report presents the plan developed by the initial staff.

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3
C-O-N-F-I-D-E-N-T-I-A-L

TABLE OF CONTENTS

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3
C-O-N-F-I-D-E-N-T-I-A-L

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

INTRODUCTION

The mission of SCIPS per the terms of reference includes examination, diagnosis, and prescription of the Community information processes. The implementation and follow-up of the results is dependent on USIB approval of the prescription, and are therefore beyond the present scope of SCIPS. The study tasks identified in the following plan are grouped into the three corresponding phases: Fact Gathering; Analysis; Conclusions and Recommendations.

The purpose of the Study as stated in the terms of reference is to "prepare guidelines for the development of information processing facilities in the Community". Another way of stating this single purpose is: provide the Community with a definitive tool in the management of the functional area of substantive information processing. Thus the mission of SCIPS is not to manage the information processes, but in a "staff" sense to facilitate the management of the function.

The "objectives" of the study are the second-level elaboration of the purpose. The objectives are discernible from the terms of reference and the USIB minute thereon. These primary objectives can be summarized in terms of the product of the study as follows:

1. Identification and specification of weaknesses, gaps, overlaps, and problems in present activities.

2. Alternative and recommended solutions to the weakness, etc.

3. Recommended means of effecting solutions.

It is recognized that the elements of the intelligence cycle (Requirements, Collection, Processing, Analysis, Estimating, Use) are not integral nor exclusive but rather interact and overlap. Also the cycle is a closed loop. Thus the "processing" element cannot be studied in isolation but it does define the scope of the study in terms of area of interest and emphasis.

The scope of the study should be concretely determined in advance. The terms of reference specify the scope as "comprehensive" in terms of information sources and processing functions. Further definition of the scope will vary

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3
C-O-N-F-I-D-E-N-T-I-A-L

by organization, task and function. Some further definition of scope is included as "Scope Notes" on the individual task descriptions that follow. Specification of scope must await completion of the first few study tasks.

The general method of study will be by task team survey techniques (including written questionnaires, personal interview, field survey, on-site briefings, and review and collation from pertinent literature, studies, regulations and administrative reports) and systems analysis.

The approach will be both from an organizational-functional viewpoint and from a problem-oriented basis dependent upon the particular task.

The staff composition will be a mixture of intelligence staff employees and private contractors. The proportion will depend on efficiency of accomplishing each individual task and on expertise available. The over-all ratio of staff employees to contractors will be high per the terms of reference.

C-O-N-F-I-D-E-N-T-I-A-L
Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3
C-O-N-F-I-D-E-N-T-I-A-L

THE STUDY PLAN

The plan for the study was developed and is presented in the following sequence:

1. Twelve major tasks were identified to be required to accomplish the purpose of the study. These major tasks are basically a further breakdown of the objectives. (TAB A)

2. To enable man-loading and scheduling of the study the major tasks were further defined by identification of their principle elements. These some 60 elements are included in the plan as sub-tasks. These sub-tasks not only enabled man-loading and scheduling but will facilitate efficient organization of the staff and give direction to the study. (TAB B)

3. The tasks and sub-tasks were then examined in terms of study method, and type and general qualifications of personnel required. Estimates were then made of numbers of people and time required to perform each of the sub-tasks. This examination of the sub-tasks enabled detection of areas where extra-community assistance would be advisable. The estimates are going to be off due to lack of experience on a comparable study and incomplete definition of scope. They may prove both high and low in varying tasks; in the aggregate they are considered "reasonable" best estimates. A summary of personnel requirements aggregated by major task is at TAB C.

4. With the number of people, time required, and sub-tasks identified it was then possible to schedule the total study. To the extent that sub-tasks were not dependent on the completion of other tasks they were scheduled to be conducted concurrently. This was done on the basis of the timely completion of the study. The result of this concurrent scheduling is no increase in total man-years of effort but does require a greater number of different people for shorter periods. The other principal advantage in this approach is the exploitation of more of the community expertise. A major disadvantage to this approach is the increased complexity of managing the study. It is indeed difficult to find very many individuals who know more than a small segment of the community. The alternatives to this scheduling are two: (a) using a small

C-O-N-F-I-D-E-N-T-I-A-L
Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

staff continuously for a very long period of time; or (b) just another general study. The resulting Task Schedule is shown at TAB D.

5. In order to specify the personnel requirements, unnamed members of the staff were numbered and assigned to specific sub-tasks for specific time periods. Where the detailed experience of a member of one task group would be desirable in a follow-on task he is retained and the other members are dropped. This enables overlapping scheduling yet retains essential continuity and coordination between tasks. It was at this stage that the concept of a lead team for the duration of the study developed. This core would consist of 6 or 7 senior representatives from the major agencies plus 4 private industry people to assist during the analysis and system design phase. In specifying the personnel requirements the desirable source (Agency or industry) of each person was identified as well as the general qualifications desired in each individual. A summary of the numbers of people desired from each source is shown at TAB E.

6. The alternative to this staffing pattern would be greater use of contractor people with an extended time schedule for more orientation and a loss of certain qualities in the product.

7. The first sheet of TAB F is an over-all organization chart for the staff. As shown on the chart there would be a senior team for the duration of the study, a second team varying in composition the first 20 weeks of the study and then disbanded, and five working groups on specific tasks for some 20 lapse weeks. The second and third charts show task organization of the staff for the two distinct time phases of the study.

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3
C-O-N-F-I-D-E-N-T-I-A-L

PLAN IMPLEMENTATION

1. Personnel - Six members of the staff have been designated. The next requirement is the designation of the other central team members. The auxiliary team and working group members should be identified early but called to the staff only after the central team has progressed far enough to effectively employ the other members. The identification of private industry assistance by the Staff Director and Chairman, CODIB, will proceed immediately with the actual assignment of industry members occurring per the schedule.

2. Facility - Temporary office space has been established for current designees. Office facilities for 20 people have been provided in CIA Langley building as of the first week in October. 2 October is the target start date on the task schedule.

3. Support - Salaries of staff members will continue to be paid by the parent agency. Supplies, travel arrangements, communications, and security support will be provided by CIA. Operating, contract, and travel funds will be provided by CIA and DOD. Funding requirements will be estimated after the staffing pattern is assured.

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

TAB A

SCIPS

PLAN

Try 2

TASKS

Phase I EXAMINE

A. Present Intelligence Organization and Functions

B. Measure Present IP System

C. Identify Future Needs

Phase II DIAGNOSE

D. Identify Planned Applications

E. Identify Principle Specific Problems

F. Evaluate State of the Art in IP

G. Determine Potential Applications to IP

H. Determine Basic Weakness of Present System

Phase III PRESCRIBE

I. Design Ultimate System

J. Develop USIB Guidelines

K. Develop Recommendations

L. Write and Submit Report

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

TAB B

SCIPS

PLAN

Try 2

MANNING SPECS

TASK A

TASK: EXAMINE PRESENT INTELLIGENCE ORGANIZATION

SUB-TASKS:

1. Identify All Organizations Involved in Processing Intelligence by:

   (a) Name
   (b) Organizational Location
   (c) Geographical Location
   (d) Function and Responsibilities
   (e) Authorization
   (f) Size and Composition of Staff
   (g) Budget

2. Identify Products (finished and raw) by Organization.

3. Determine Nature and Extent of Organizational Interactions.

4. Determine Known, Planned, and Contemplated Future Changes.

5. Identify those Organizational Components & Functions Requiring Further Study.

6. Report Findings in Textual and Graphic Form.

SCOPE NOTE:

1. All USIB Agencies down to collection and processing unit, (including Military Commands and field organizations).
2. Any Non-USIB U.S. Agency providing or consuming intelligence information.
3. Major Foreign Intelligence Agencies down to liaison units for items 1a-d above.

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

SCIPS

PLAN

Try 2

TASK B

TASK: MEASURE THE PRESENT INFORMATION PROCESSING SYSTEM

SUB-TASKS:

1. * Flow chart present information flows from source to dissemination and consumption.

2. Measure Volumes of Information Flow by:

   a. Type (Biographic, Scientific, Technical, Geographic, Political, Economic, Industrial, OB, Statistical, Narrative, etc.)

   b. Security Classification (including dissemination controls and changes in classification at processing stages) Unclassified; Confidential; Secret; Top Secret; Special; Project, Nato

   c. Physical Form (at origin and at each stage of processing) i.e.: Photo, Map, Book, Document, Punch Card, Magnetic Tape, Verbal, Paper Tape, Typewritten, Printed, Electrical Signal, Microfilm, Longhand, etc.)

25X1

*One purpose is to detect multiple processing and use of the same information.

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

TASK B

3. Identify Present Data Base

   a. Size

   b. Form

   c. Content

   d. Location

   e. Growth Rates

   f. Users

   g. Classifications

4. Methods, Procedures, Techniques - (used at each processing stage)

   a. Forms

   b. Conversions

   c. Indexing - type, extent and depth

   d. Inputing

   e. Query

   f. Formats

   g. Equipments - types, quantities, costs, ownership

   h. Personnel - quantity
      - qualifications

5. Dissemination - destinations
   - criteria
   - form
   - volumes
   - personnel qualifications

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3
C-O-N-F-I-D-E-N-T-I-A-L

6. Collection Requirements - generation, criteria, control, coordination, personnel, evaluation

7. Objectives of System Elements - answer intelligence questions
- provide vital storage

8. Research and Development (in-house, external)
- who, what, how much, when, why?

C-O-N-F-I-D-E-N-T-I-A-L

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

SCIPS

PLAN

TASK C

TASK: IDENTIFY FUTURE NEEDS*

SUB-TASKS: 1. Determine Future Policy and Operational Requirements for intelligence.

(a) by Organization and Location
(b) by Type of Intelligence
(c) by Quantity of Intelligence
(d) by Form of Intelligence
(e) by Speed of Intelligence
(f) by Quality of Intelligence

2. Determine Future Information Flows in Community

(a) by Organization and Location
(b) by Type of Intelligence
(c) by Quantity of Intelligence
(d) by Form of Intelligence
(e) by Speed of Intelligence
(f) by Cost
(g) by Perishability
(h) by Source
(i) by Retrieval Criteria
(j) by inter-file Communication Links

3. Determine Future Communication Facilities Requirements

(a) by Organization and Location
(b) by Type of Intelligence
(c) by Quantity of Intelligence
(d) by Form of Intelligence
(e) by Speed of Intelligence
(f) by Quality of Intelligence

Scope Note: *With approximate time relationships, e.g., 1 year, 3 years, 5 years, 10 years, 25 years.

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3
C-O-N-F-I-D-E-N-T-I-A-L

SCIPS

PLAN

TASK D

TASK: IDENTIFY DATA PROCESSING APPLICATIONS NOW PLANNED

SUB-TASKS:

1. WHAT?
   a. Methods; b. Equipments; c. Project Identification.

2. WHY?
   a. Which Functions?; b. Overcome What Problems;
   c. Authorization?; d. Uses and Users; e. Supersede What Present Procedures

3. WHO?
   a. Intelligence Component; b. Contractors; c. Others.

4. WHEN? (Time Schedule)

5. HOW MUCH?
   a. Money; b. Personnel; c. Space

6. WHERE?
   a. Organizations Affected; b. Geographic Location.

C-O-N-F-I-D-E-N-T-I-A-L

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3
C-O-N-F-I-D-E-N-T-I-A-L

SCIPS

PLAN

TASK E

TASK: *IDENTIFY PRINCIPAL SPECIFIC PROBLEMS AND ALTERNATIVE SOLUTIONS

SUB-TASKS:

1. What is Problem
2. What is Impact (Time, Quality, Money, Quantity)
3. Where is Impact (Component, Function)
4. Why is it Problem (Biases, Investment, Conceptual, State of Art, Missions, Organization, Authority)
5. Alternative Solutions (e.g., reorganization, legislation, R&D, equipment, time).

Scope - This Task will include at least:

(a) Indexing
(b) Report Formatting
(c) Inputting
(d) COINOL (Common Intelligence-Oriented Language)
(e) Displays
(f) Dissemination
(g) Compilers
(h) Security
(i) Inter system Communication
(j) Conversion of History Files
(k) Archiving - Microstorage
(l) Requirements Control
(m) Intelligence Vocabulary
(n) Specificity and pertinence of retrieval
(o) Information Retrieval and/or Document Retrieval
(p) Language Translation

C-O-N-F-I-D-E-N-T-I-A-L
Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3
SCIPS

PLAN

TASK F

TASK: * EVALUATE STATE OF THE ART IN INFORMATION PROCESSING

SUB-TASKS: 1.** What is present state and what progress or what major breakthroughs, if any, can be anticipated with what degree of confidence in the following areas: 1/

a. Mechanical Language Translation
b. Information Theory
c. Automatic Character Recognition and Page Readers
d. Automatic Processing of Natural Language Text
e. Auto-programming and Self-organizing Systems
f. Anolog-digital conversion Techniques in Data Processing
g. Machine Synthesis of Verbal and Graphic Data Representations
h. Speech Recognition by Machine
i. Language Problem of Man-machine Communication
j. Unambiguous or Artificial Language
k. Automatic Abstracting and Extracting
l. Words and Meanings - Dictionaries, Thesauri, Microglossaries
m. Automatic Dictionary Building
n. Indexing Systems and Techniques
o. Automatic Indexing Code Assignment
p. Reproduction Processes
q. Facsimile Transmission
r. Information Communications Systems
s. Advance Prediction of User Requirements
t. File Structure and Organization (Specialized and general; large and small)

SCOPE NOTE: * To include: (1) Information Theory & Concepts
(2) Techniques
(3) Equipments
(4) Present and Future (Time Phased)

** This should be a somewhat cursory but definitive survey to enable a realistic estimate of what relief can be expected when in the identified critical areas.

1/ NBS Report 6687, Feb 12, 1960 used as basic reference.

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

u. Automatic Subject Content Analysis
v. Multi-dimensional Pattern Detection and Correlations in Mechanized files
w. Representation of Text for Storage and Search
x. Mechanized Representation of Graphic and Photographic Information for Storage, Search and Manipulation
y. Information Storage Media by Volumes and Usage
z. Automatic Error Detection and Correction of Input Data
aa. Economic Measurement of Alternative IP Systems
ab. Physical Security of Information (Working files & archives)
ac. Security classification Protection in Multi-level Mechanized Files and Data Transmission Systems
ad. Automatic Relevance Determination
ae. Prediction of Search Results
af. Output Media - Physical, Visual, Auditory
ag. Modifications of Human Analytic and Thought Processes Resulting from Machine Assistance.
ah. The Designing of Information Processing Systems
ai. The Management of Information Processing Systems.

2. Evaluate, in general terms, the Actual and Potential Impact of the State of the Art on Specific Problems Identified in TASK E and on the present system identified in TASK B.

3. Determine Alternative Methods of Advancing the State of the Art in Selected Critical Areas.

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

SCIPS

PLAN

TASK G

TASK: STUDY OF POTENTIAL APPLICATIONS*

SUB-TASKS:

1. What applications of techniques and equipments to the specific problems identified in TASK E would provide significant relief?

   a. Immediate future
   b. Near future (5-10 years)
   c. Long range (10-20 years)

2. ** What functions identified in TASK A and what processes identified in TASK B could be materially affected in what way by the application of present and future state of the art techniques and equipments identified in TASK F?

3. Correlate potential applications with the future needs identified in TASK C.

SCOPE NOTE: * This sub-study should emphasize major impact areas in terms of timeliness, quality, and cost of data processing from both a component and community standpoint. Types and classes rather than brand names of equipments should be postulated. It is not the purpose to rate competitive market equipments.
**Sample functions are: Indications and Warning; Document Reference; N-Dimensional Pattern analysis; Evaluation of source-data content and reliability; Dissemination Control; Coordination of Collection Requirements; Target Intelligence Support; Intelligence Analysis.

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

SCIPS

PLAN

TASK H

TASK: IDENTIFY WEAKNESSES IN PRESENT IP SYSTEM

SUB-TASKS:

1. By analysis of the results of previous TASKS, discern ambiguities, gaps, overlaps, and inefficiencies in the present information processing system.

2. Analyze identified weakness in terms of cause:

   (a) inherent to the intelligence problem
   (b) existing authorities (or lack of)
   (c) failure in coordination/communication between components (which components or organization level).
   (d) deficiencies in planning
   (e) organizational anomalies
   (f) state of the art limitations
   (g) conflicting non-intelligence pressures
   (h) restraints (time, money, personnel, missions)

3. Discover alternative solutions to causes and delineate for each alternative the:

   (a) impact on other areas.
   (b) cost in terms of time, money, quality, personnel, and prerogatives.
   (c) advantages and disadvantages for each alternative.

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3
C-O-N-F-I-D-E-N-T-I-A-L

SCIPS

PLAN

TASK I

TASK: *DESIGN ULTIMATE COMMUNITY IP SYSTEM

SUB-TASKS: 1. Assuming technological breakthroughs on basis of degree-of-confidence (TASK F) determine:

a. Optimum community organization
b. IP functional assignments by component
c. Information flows by volume, type, form, speed, etc.
d. Major equipment configurations
e. Processes performed
f. Processing techniques
g. Communications facilities (type, size, location)
h. Processing facilities
i. Manning requirements (quantity order-of-magnitude, type, quality)
j. Budgetary costs (order of magnitude for operation not development)

2. Identify prerequisites for achieving the ideal system in terms of:

a. State-of-the-Art advancements
b. Solution to problems identified in TASK E
c. Changes in community management philosophies

3. Describe major changes in the evaluation of the ultimate system over time phased with the predicted state-of-the-art developments.

SCOPE NOTE: *This design should be definitive but in skeletal form, whether it be a single system, many systems, or a system of systems. The design should account for all components, functions, and processes, identified in TASKS A, B, & C, but not detail procedures. The design should describe parameters of major components of the system, but should not name brand equipments. The design should be in flow charts form with narrative elaboration/explanation/rationale. The design should be both realistic and idealistic with assumptions clearly stated.

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3
C-O-N-F-I-D-E-N-T-I-A-L

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

SCIPS

PLAN

TASK J

TASK: *DEVELOP GUIDELINES FOR USIB MANAGEMENT OF IP.

SUB-TASKS: **1. Develop criteria differentiating those changes in the present system which warrent USIB vs. multi-lateral vs. unilateral encouragement, sponsorship, approval, and monitoring.

2. Develop techniques whereby developments and changes could be managed effectively at varying levels.

3. Specify those actions required for the solution or minimization of presently identified problems in the general areas of:

(a) Duplication
(b) Inbalance of effort
(c) Security
(d) Inter-system communication
(e) Personnel resources
(f) Quality of information services

4. Develop criteria for determination of staff vs. contractor use in systems design, development, and implementation.

SCOPE NOTE: *(1) The term "USIB" to be construed here as the Board itself, individual agencies represented thereon, and the Corporate Community.

**(2) The purpose of this task is to develop principles, policies, and procedures by which USIB management can monitor and facilitate the development of Community information processing activities to ensure that the present system will evolve toward the ultimate system (B-I) in an effective and deliberate manner.

**(3) "Criteria" will be quantitative and qualitative. They may be in terms of: expenditures; processing area; organization component; other processes or components affected; etc.

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

C-O-N-F-I-D-E-N-T-I-A-L

SCIPS

PLAN

TASK K

TASK: *DEVELOP RECOMMENDATIONS FOR USIB ACTION

SUB-TASKS:

1. Actions which will result in the optimum utilization of the completed study as a management tool. Recommended actions are to be grouped by addressee:

   (a) National Security Council
   (b) The U. S. Intelligence Board
   (c) The member agencies and departments of USIB
   (d) The sub-components of the community.

2. Actions for immediate relief of present critical problems.

3. Actions for the time-phased implementation of approved guidelines.

4. Form and scope of follow-on or continuing effort of the type now completed (the community study), if any.

5. Disposition of the Study Staff, its report and records.

SCOPE NOTE: *As stated in USIB-D-39.7/1, TASK J represents the basic purpose of the study. TASK K then represents good staff work providing a focus for the whole effort. The recommendations should be succinct with the rationale carried in the TASK L discussion. The purpose of the recommendations is to provide for the implementation of the TASK J guidelines should they be adopted.

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

5. Develop best method for sponsoring, funding, coordinating, and monitoring of Research and Development (in house and contracting) to improve State of the Art as related to current and future needs. Note "best method" variances by subject area.

6. Develop criteria for judging which processing functions are better done on a community-centralized, vs. Department-Centralized, vs. Component-decentralized basis. Apply these criteria to specific functions, such as biographic register, computer programming, indexing, report reproduction, dissemination, archiving, etc.

7. Clarify the question of Compatibility:

   a. Identify those information processes which require intra- and inter-departmental compatability by reason of a determining influence on: (1) quantity, quality, or timeliness of intelligence; (2) Community costs for the process; (3) impact on preceeding and succeeding processes.

   b. Determine the degree of compatibility required in each identified process as to: form, language, code, carrier, and format; and as to common versus convertable concepts, languages, equipments, formats, codes, programs, etc.

   c. Present means and costs by which compatibility requirements can be achieved.

8. Specify critera for the establishment of duplicate data files versus direct access to common data files.

9. Specify changes or clarification of information processing functional responsibilities in the community which would improve both the present IP system and which would be required in the ultimate system. Include: any restraints, such as existing laws, state-of-art, or resources, which would affect the timing of functional changes.

10. Develop guidelines whereby the community can capitalize on present equipments, investments, and commitments in evolving from the present IP system to the ultimate system.

11. Determine the management techniques which would facilitate the optimum exchange of data and programs.

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

PERSONNEL REQUIREMENTS

TAB C

(By Task)

Detailed man-loading of each sub-task resulted in the following estimates:

Tasks	Man-weeks	Man-years	Supplemental Support
A	72	1.4	
B	288	5.6	
C	80	1.5	plus one industry type for 8 weeks
D	24	.5	
E	180	3.4	plus 11 industry types for 12 weeks
F	40	.8	plus a possible subcontract
G	72	1.4	plus 4 industry types for 12 weeks
H	60	1.2	plus 4 industry types for 10 weeks
I	84	1.6	plus 4 industry types for 14 weeks
J	48	.9	
K	16	.3	
L	32	.6	
TOTAL	996	19.2	plus 5.6 man-years from private industry plus Staff Director & clerical support

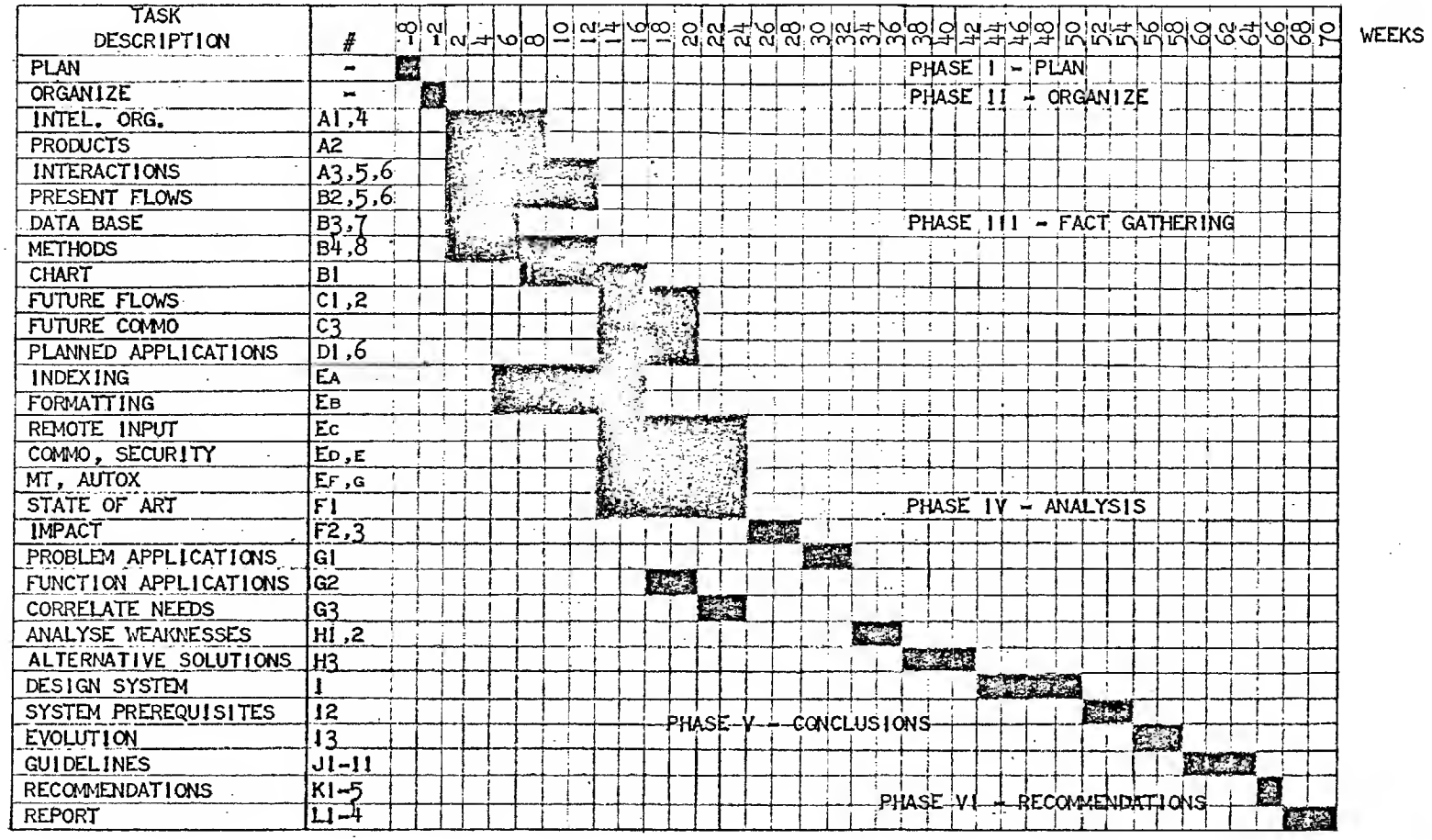
The basic concept of the staffing pattern is a central team of senior representatives from each agency for the duration of the study; plus a support team of less senior officers from the information processing area of each agency with CIA filling out the rest of the support team for the duration of the fact-gathering phase (20 weeks); plus four working groups (TASK E) on "problem" areas with specialists detailed from selected agencies for the "problem" study duration (3 months).

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

SCIPS - PLAN A

TASK SCHEDULE



TAB - D

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

TAB E

SCIPS

PLAN

PERSONNEL REQUIREMENTS

(by source)

Team ⟶ Function ⟶ Duration (weeks) ⟶	Central Team (Systems) 70	Support Team (Fact Finding) 12-24	Working Groups (Problems) 12	# of Different People	Equivalent Man-Years
CIA	1	6	4	9	5.00*
AIR	1	3	3	6	3.00
NAVY	1	3	1	4	2.25
ARMY	1	3	2	5	2.50
NSA	1	2	3	6	2.75
STATE	1	2		3	2.00
DOD/JCS	(1)**	1	1	3	1.20
NBS	(1)**		1	2	.50
SubTotal: Gov't					19.20
Industry	(4)**	1	11	16	6.00
TOTAL					25.20

* Plus Director and staff support equivalent to 5-6 man-years.
** Part time - not all tasks.

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

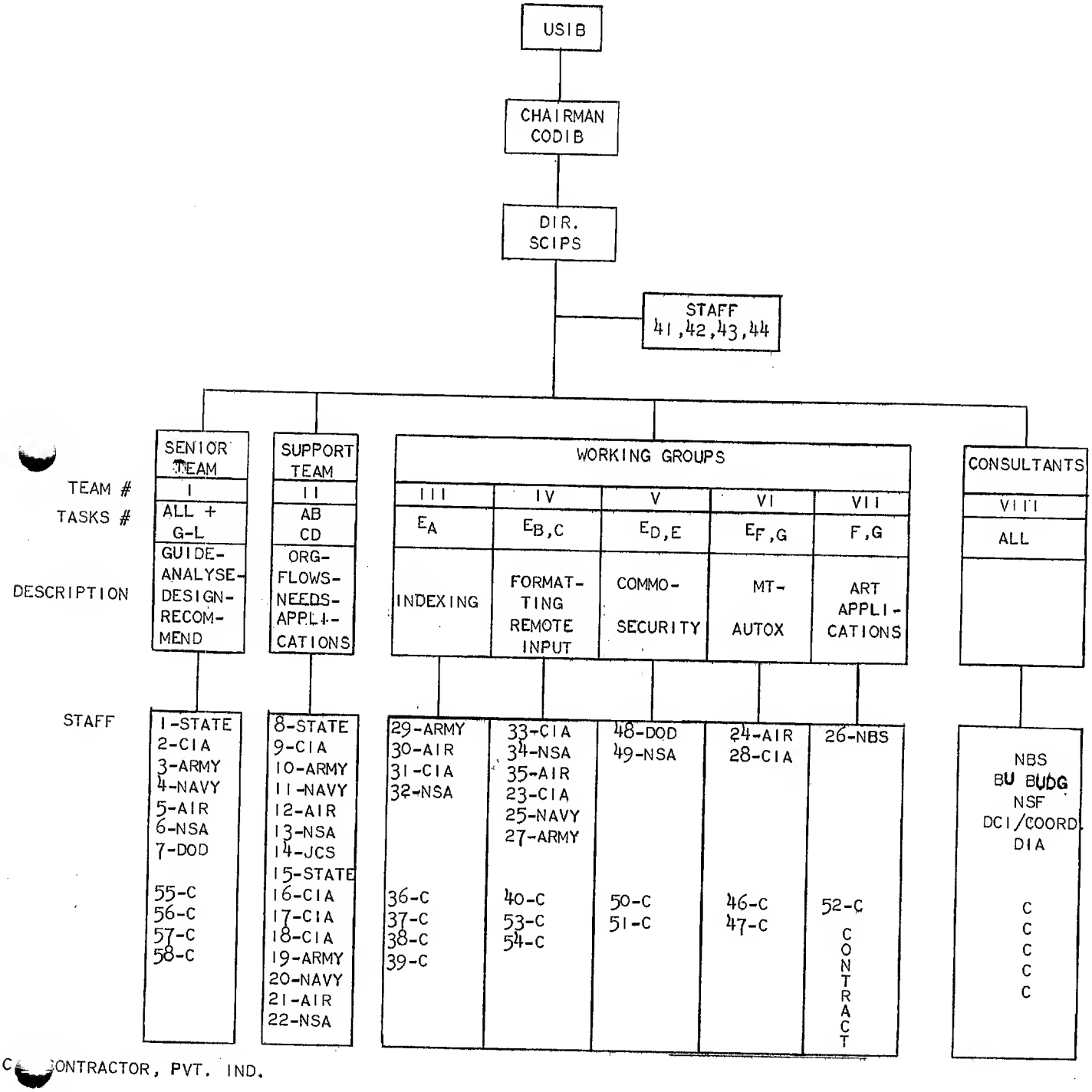
Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

TAB F

SCIPS

PLAN

ORGANIZATION-A



C CONTRACTOR, PVT. IND.

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

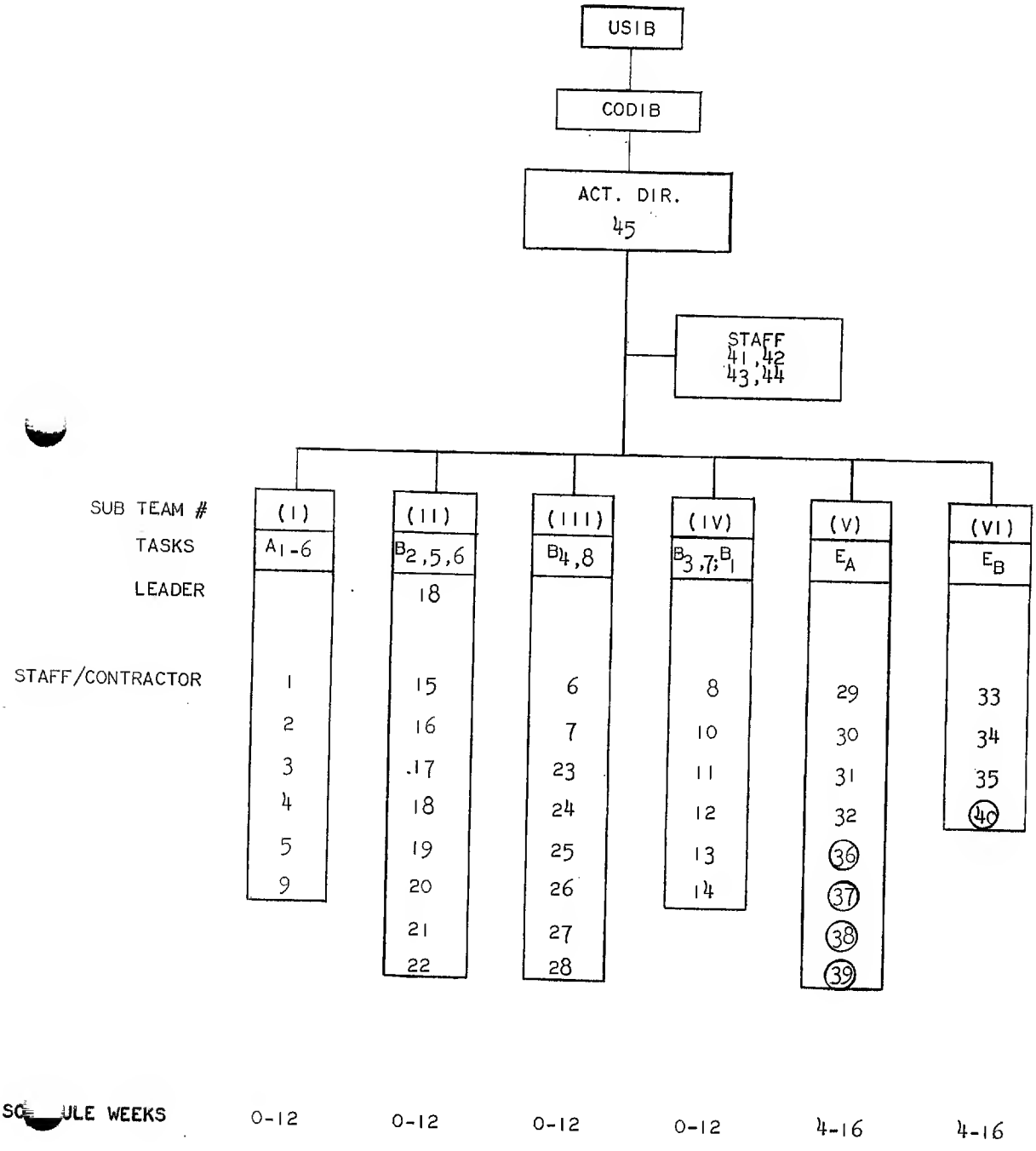
TAB F

SCIPS

PLAN

ORGANIZATION-A_1

0 - 12 WEEKS



Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3

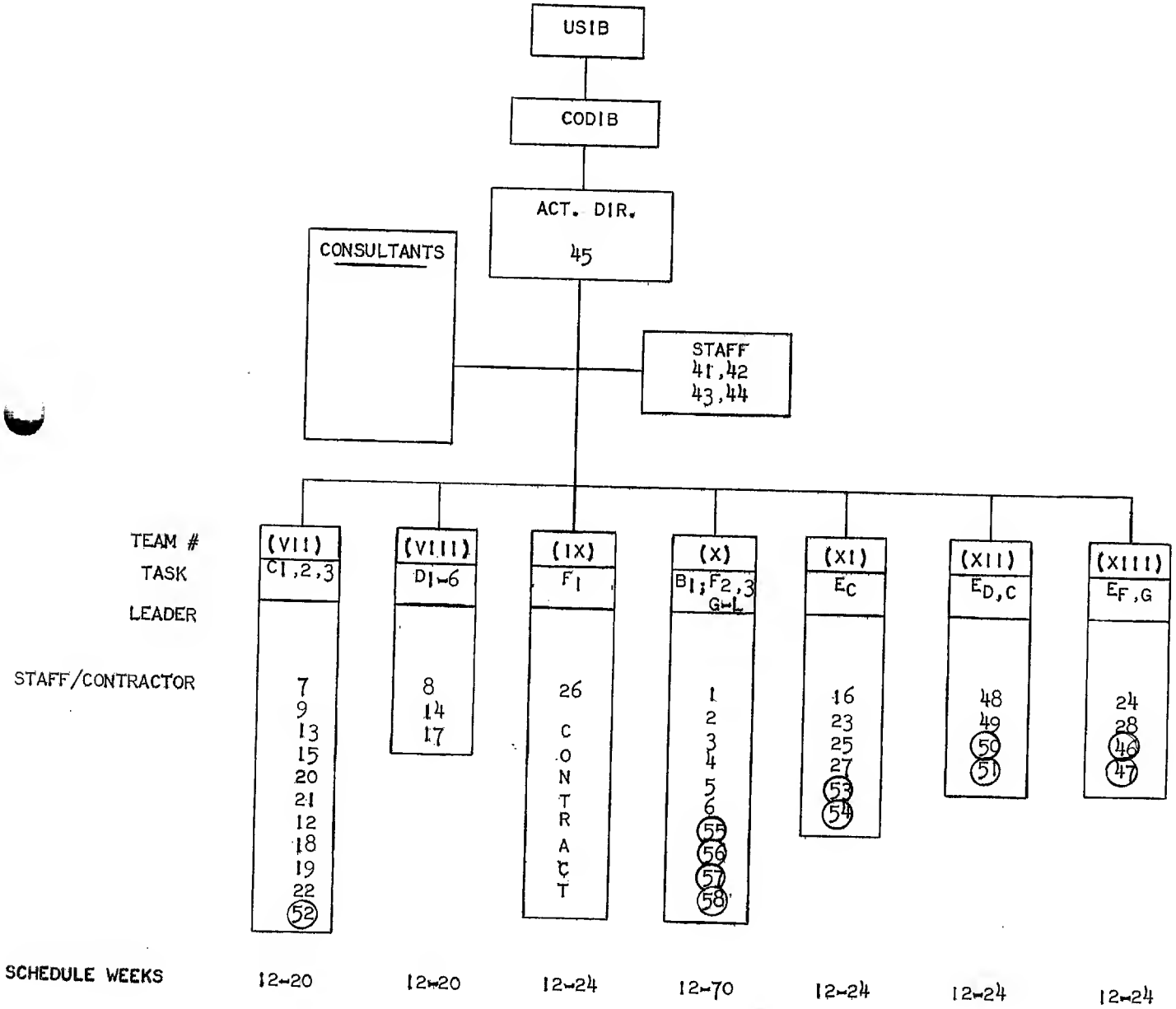
TAB F

SCIPS

PLAN

ORGANIZATION-A_2

12 - 70 WEEKS



Approved For Release 2004/03/17 : CIA-RDP80B01139A000200080001-3